



Office of the City Clerk

Weekly Report – for Week Ending January 3, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

Neighborhood Council Elections – The Community Interest Stakeholder definition, which Council adopted on December 18, 2013, was published in the Daily Journal on December 26, 2013. This definition will be effective on January 26, 2014.

Candidate Filing for Region 2, the first of 12 regions, began December 16, 2013. To date, 10 people have filed for candidacy.

Candidate Filing for Region 1, the second of 12 regions, began December 23, 2013. To date, 17 people have filed for candidacy.

Candidate Filing for Region 3, the third of 12 regions, began December 31, 2013. To date, five people have filed for candidacy.

Novus Automated Agenda Management Project – The Legislative Assistants are continuing to test the Committee agendas. The implementation is still on target for February.

City Expenditures Tracking System – The conversion of the expenditure system from Microsoft Access to our department standard of SQL Server was moved into production.

General City Purposes (GCP) – Staff assisted the Mayor's staff in developing proposed metrics for all GCP line items.

Human Resources – The City Clerk submitted four requests to Managed Hiring Committee scheduled 1/17/14 for two Student Professional Workers, one Senior Management Analyst II and one Accounting Records Supervisor II.

Neighborhood and Business Improvement – 27 of the 33 property-based business improvement districts are required by law to submit Annual Planning Reports which describes the programs and services planned for the 2014 calendar year. The Division has 27 of the required reports and four of the Annual Reports from the one tourism-based and five merchant-based business improvement districts. The two outstanding reports are due later in the year.

Records Management – The Division was closed for the week.

ISSUES

Committee Meeting Webcasting – The live audio webcast for Committee Room 1010 is not functioning correctly. The Information Technology Agency has been notified of the problem.

Records Management – Request for Proposal for off-site records storage to be revised and re-released.

UPCOMING

Elections – LAUSD Board Member meets on January 7, 2014 at 6:15pm to consider options for filling Board Seat 1 vacancy.

Neighborhood Council Elections – Candidate Filing for Region 4, the fourth of 12 regions begins January 6, 2014.

TOP ISSUES

- *The live audio webcast for Committee Room 1010 is not functioning correctly.*
- *Neighborhood Council Elections candidate filing continues*
- *LAUSD Board to consider options to fill vacancy on January 7, 2014*